NOA 760 – EXT OF APPOINTMENT NTE

**Verify Employee is not exceeding the maximum time limit on the same appointment.
Upload to PPP as a one-time Clearance.**

STEP	ACTION
1	Prior to processing a NOA 760 do the following: • From the Navigation List - Click on **Request for Personnel Action → Cancellation/Correction** and either Re-route or cancel NOA 355 Termination-Exp of Appointment two or three days prior to the expiration date. **Note:** DO NOT Update HR on the NOA 760 until on or after the effective date. If it is updated prior to the effective date, the action will be held in a pending status and will not consummate.
2	Create the RPA from the Navigation List – Click on **Request for Personnel Action → Extension of NTE** - or open the existing 760 RPA from the Civilian Inbox.
3	Complete the **REQUESTING INFO** Tab of the RPA: • Effective Date • SSN (with dashes) • Check NTE date via the RPA – Click on ***Others – Assignment Extra Information – Assignment NTE Dates*** • NOA (use LOV or type it in) = 760 then input the NTE Date in the popup window. • Authority Code (use LOV or type it in) • Check Overseas Info via the RPA, if applicable - Click on **Others - Person Extra Information - Overseas Tour Person Information**
4	Complete the **REMARKS AND ADDRESS** Tab • Part F – Remarks for SF-50 – enter appropriate remarks.
5	Click on **<Save>** icon to save
6	Click on the **EXTRA INFORMATION** button and complete the following DDFS: **US FED AGENCY DATA** • Open the DDF to verify that blocks 41-44 have auto-populated, if not enter the correct data and save.
7	Click on the **<Save>** icon to route the RPA or Update HR.

Job Aid #8-1 – NOA 760 Ext of Appointment NTE